

## EPA Official Record

**Mail ID:** bf4bc7832c3743429f2644a706a511bd

**From:** Aoyama, Joyce

**To:** Brandt, Kit

**Delivered Date:** 12/26/2013 03:21 PM EST

**Subject:** RE: Scan Box Lists...

Ok, I'll wait for an invitation tomorrow to go over scanning into boxes.

1. Pull up the project file barcode in Versatile
2. Write, " Files 1-x in VE Box# \_\_\_, Files x-y in VE Box # \_\_\_" to the description of the File and click**Update** (edit).
3. Click**Print Label** (bottom right of screen)
4. Click**Add** to create a label for the first file in Box B, so both files will have the location information in the**Description**.
5. Click**Print Label**
6. Repeat for the project that spans 3 boxes.
7. Go to Print Label Queue and print labels to the "EasyCoder 3400E" and pick up the labels on the 13<sup>th</sup> floor.

Let me know if you have questions. If you're feeling ambitious, you can create a new barcode for all of the folders using step 6 as many times as there are folders. Let me know if you have questions.

Thank you,

Joyce Aoyama  
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ASRC Primus Solutions  
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(206) 553-2595 voice; (206) 553-0714 fax

**From:** Brandt, Kit  
**Sent:** Thursday, December 26, 2013 11:41 AM  
**To:** Aoyama, Joyce  
**Subject:** Scan Box Lists...

Hi Joyce -

I have 15 boxes to go to the FRC that are ready to scan for box lists... (the 135 is ready except for versatile box numbers)

When would you have time to scan/help with them?

Thanks.

*Kit*

